



Columbia County Residential Building Permit Requirements

1. General Contractor must be approved as a “Registered Contractor” in Columbia County or if homeowner plans to build the house they must be approved as a “Do It Yourself Single Family Residential Property Owner”.
2. Water and Sewer Tap fees must be paid (Water & Sewer Department 706-863-6928)
3. Septic Tank and Well Permit (Health Department 706-541-1318)
4. Plot Plan – 2 copies -Location of house on lot showing front, side and rear setbacks.
5. 2 Copies of the recorded plat of land, if not in subdivision. Any lot that is affected by the 100 year flood plain to any degree must submit a properly completed elevation certificate to Shari Mendrick (706-312-7247). Failure to do so will result in an inspection hold at the foundation stage.
6. Street Address (Ernestine Phelps 706-312-7352)
7. Value of work (construction)
8. Total square feet under roof
9. Total heated area
10. Electrician, Plumber and Mechanical must be licensed, bonded, insured and have State Card. If licensed in another county must show Business License, proof of Insurance, Surety Bond payable to Columbia County and State Card. These Sub-Contractors must purchase their permits.
11. One complete set of plans must be submitted for review.
12. Building plans must include the following:
 - a. floor plans
 - b. elevations (front, rear and both sides)
 - c. layout of floor and ceiling joists (designated and storage space)
13. Foundation plan must include the following:
 - a. dimensions showing pier and/or pier and curtain layout (as applicable)
 - b. if using a slab foundation, plumbing supply, waste and vent must be shown (dryer vent in slab if applicable)
14. 2004 RES check – visit the web site www.energycodes.gov to download free software available to complete the RES check. Be sure to choose codes/Georgia/Evans after you have registered.
15. Notice of Intent form must be submitted if building is in a subdivision. If not in a subdivision but over 5 acres a NOI is required. If under 5 acres, NOI not required.
16. All single family lots located within 200 feet of state waters as defined by Columbia County’s Soil Erosion and Control Ordinance will be required to submit a certified grading permit/plan.